

Clients' Name and Address:	Full Name / Staff Number:			
	Nature of Assignment:			
	Department:			
	Week ending Date:			
	Report to:			

For Office Use Only						
Hours	Pay P/H	Charge				

Start	Finish	Total	Breaks	POA	Total Hours
	Start	Start Finish	Start Finish Total	Start Finish Total Breaks	Start Finish Total Breaks POA

I certify that the total hours have been satisfactorily worked and that payment will be made according to your terms of business

Authorised Date Signature

Print Name Position

Total
Temp worker - Please check these hours carefully as errors cannot be rectified later

Road Transport Directive

Name	
Week ending Date	
Total Hours Worked	
POA	
Breaks	
Other Work	

Total Hours = All hours from start to end duty. POA = Total number of hours that you switched your tacho to Period of Availability.

Breaks = All recorded breaks. Other work = Any work carried out for other companies or agencies.

This is a requirement by law and therefore must be adhered to.

Please remember that the 48 hour week is an average over a 17 week period.

The maximum number of hours you can work within a single week is 60.